



KONICA MINOLTA

Quick Reference Guide



Instructions for setting up and using your
Konica Minolta bizhub 20

Printing the Help List

The Help List gives you a listing of all commonly used functions to help you program your machine.

- Press Menu, 6, 2, Start

Setting the Mode Timer

You can set how much time the machine takes after the last Copy or Scan to return to the Fax mode. If you choose 'Off' the machine will stay in the mode you used last.



- Menu, 1, 1
- Press ▲ or ▼ to choose 0, 30 Sec, 1, 2, 5 Min or Off
- Press OK
- Stop/Exit

Setting the Date & Time

- Menu, 0, 2
- Enter the last two digits of the year on the dial pad, OK

Setting Automatic Daylight Savings Time

- Menu, 1, 4
- Press ▲ or ▼ to choose On or Off
- Press OK
- Stop/Exit

Programming Station ID *(the company name and fax number to be printed on all fax pages that you send).*

- Menu, 0, 3, enter your fax number on the dial pad, OK
- Enter your telephone number on the dial pad, OK
- Enter your company name (up to 20 characters) OK
- Stop/Exit

Displaying the Page Counter

- Menu, 8, 2

Changing Volume Settings

You can change the Ring, Beeper and Speaker volumes to Low, Medium, High or Off.

- Menu, 1, 3
- Press ▲ or ▼ to choose
- Press OK
- Stop/Exit

Storing One Touch Fax Numbers or E-mail Addresses

Your machine has 20 One Touch keys where you can store up to 40 telephone or fax numbers or email addresses for automatic dialing.

- Press the One Touch button where you want to store the number. If a number is not already stored there, the LCD shows Register Now?
- Press 1 or OK to choose Yes.
- Press ▲ or ▼ to choose Fax/Tel or E-Mail
- Press OK
- Using the key pad, enter the fax number or e-mail address
- You can enter the name or press OK to store without a name
- If you like, you can save the fax/scan resolution and file type along with the number/address.

*You can also store a one touch by pressing Menu, 2, 3, 1.

To Change a One Touch

- Press Menu, 2, 3, 1
- Choose the One Touch number you want to change
- Press 1 or OK to change the stored number
- Enter a new number or character
- Press OK
- Press ◀ or ▶ to position the cursor under the character you want to change, and then press Clear/Back to delete it. Repeat for each character you want to delete.

Storing Speed Dial numbers

You can store your frequently used numbers as Speed Dial numbers, so that when you dial you will only have to press a few keys (Search/Speed Dial, the three-digit number and Start). The machine can store 300 Speed Dial numbers (001-300).

- Hold down Shift as you press Search/Speed Dial and enter a three-digit speed Dial location number. If a number is not stored there, the LCD shows 'Register Now?'
- Press 1 or OK to choose Yes.
- Press ▲ or ▼ to choose Fax/Tel or E-Mail.
- Press OK
- Using the key pad, enter the fax number or e-mail address
- You can enter the name or press OK to store without a name
- If you like, you can save the fax/scan resolution and file type along with the number/address.

Printing Your Quick Dial (One Touch) List

- Menu, 6, 3, OK, Start

Fax Transmission verification report

This report lists the sender's name or fax number, the time and date of the transmission, duration of transmission, number of pages sent and whether or not the transmission was successful.

- Menu, 2, 4, 1
- Press ▲ or ▼ to choose On, On+Image, Off or Off+Image.
- Press OK
- Stop/Exit

On: Prints a report after every fax you send.

On+Image: Prints a report after every fax you send along with a partial image of the fax's first page.

Off: Prints a report *only* if your fax is unsuccessful due to a transmission error. (This is the default setting.)

Off+Image: Prints a report *only* if your fax is unsuccessful due to a transmission error along with a partial image of the fax's first page.

Forwarding your Faxes

- Menu 2, 5, 1
- Press ▲ or ▼ to choose Fax Forward
- Press OK

The LCD will ask you to enter the fax number your want your faxes to be forwarded to.

- Enter the forwarding number
- Press OK
- Press ▲ or ▼ to choose Off or On for a Backup Print

* If you choose Backup Print On, the machine will also print the fax at your machine so you will have a copy. This is a safety feature in case of a power failure before the fax is forwarded or in case of a problem at the receiving machine. The machine can store faxes for up to 60 hours if there is a power failure.

Cancelling a Fax in Progress

- Press Stop/Exit

If you press Stop/Exit while the machine is dialing or sending, the LCD will show 'Clear Fax?'

- Press 1 or OK to cancel the fax.

Making Copies

- Make sure you are in Copy mode
- Load your originals face up in the ADF or face down on the glass
- Use the dial pad to enter the # of copies up to 99
- Press Sort if you want your copies collated
- Press Duplex and ▲ or ▼ to choose the appropriate settings
- Choose the N in 1 feature to save paper by copying 2 or 4 pages onto one page.
- Press Tray Select and choose a different tray if you do not want to use the default tray
- Press Start

Paper Size

When you change the size of paper in the tray, you will also need to change the setting for paper size at the same time so your machine can fit the document or an incoming fax on the page.

Do one of the following:

- To set the paper size for the MP Tray
 - Menu, 1, 2, 2, 1
 - Press ▲ or ▼ to choose Letter or Legal
 - Press OK
 - Press Stop/Exit
- To set the paper size for Tray 1
 - Menu 1, 2, 2, 2
 - Press ▲ or ▼ to choose Letter or Legal
 - Press OK
 - Press Stop/Exit
- To set the paper size in the optional tray 2
 - Menu 1, 2, 2, 3
 - Press ▲ or ▼ to choose Letter or Legal
 - Press OK
 - Press Stop/Exit

Direct Printing from USB Flash Memory

- Supported file formats: PDF, JPEG, TIFF
- Connect your USB Flash Memory drive to the USB port on the front of the machine
- Press ▲ or ▼ to choose the file you want to print.
- Press OK
- Press ▲ or ▼ to change any settings or, if you do not need to change the current default settings, Press Start
- Press the dial pad key to enter the number of copies you want
- Press OK
- Press Start

** Some USB Flash memory drives may not work with the machine.*

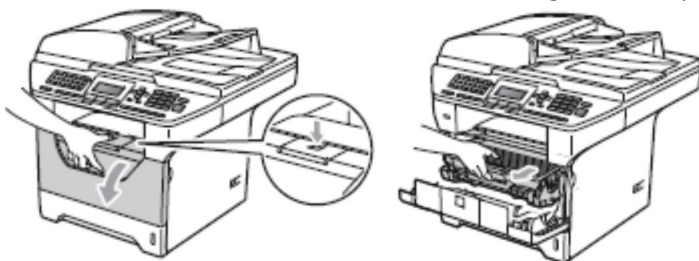
Scanning to USB Flash Memory

- Connect your USB Flash Memory drive to the USB port on the front of the machine
- Select the Scan Mode
- Press ▲ or ▼ to choose Scan to USB
- Press OK
- Press ▲ or ▼ to let the machine know if the original is 1-sided or 2-sided
- Press OK
- Press ▲ or ▼ to select Start Scan or Change Setting (you can change quality, file type (PDF, Secure PDF, JPEG, TIFF) and file name)
- Press Start

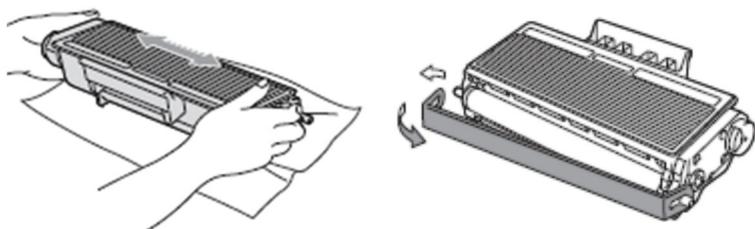
Replacing the Toner Cartridge

The high yield toner cartridges can print approx. 8,000 pages depending on coverage. When a toner cartridge is low, the LCD shows Toner Low. **It is a good idea to keep a new toner cartridge ready for use when you see the Toner Low warning.*

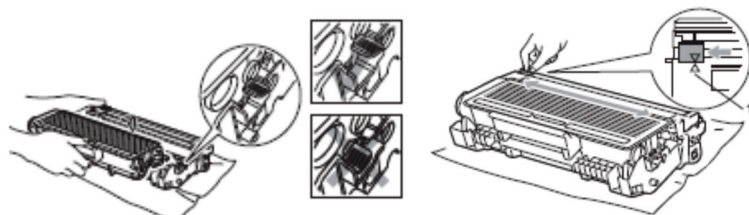
- Press the front cover release button and open the front cover.
- Take out the drum unit and the toner cartridge assembly.



- Unpack the new toner cartridge and gently shake from side to side several times to evenly distribute the toner.
- Pull off the protective cover.



- Put the new toner cartridge firmly into the drum unit until you hear it lock into place. If you put it in correctly, the lock lever will lift automatically.
- Clean the corona wire of the drum unit by gently sliding the blue tab back and forth several times.

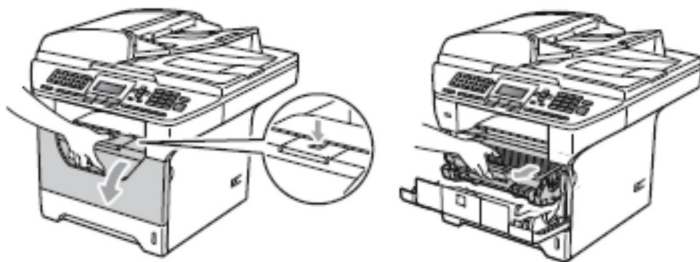


- Put the drum unit and toner cartridge assembly back in the machine and close the front cover.

Replacing the Drum Unit

The machine uses a drum unit to create print images on paper. The estimated drum life is approx, 25,000 but can vary depending on factors such as temperature, humidity, type of paper and coverage. If the LCD shows 'Replace Parts Drum', the drum unit is near the end of its life. Even if the LCD shows 'Replace Parts Drum', you may be able to continue printing without having to replace the drum unit for a while. However, if there is a noticeable deterioration in the output print quality (even before 'replace parts Drum' appears), then the drum unit should be replaced.

- Press the front cover release button and open the front cover.
- Take out the drum unit and the toner cartridge assembly.



- Push down the blue lock lever and take the toner cartridge out of the drum unit.
- Unpack the new drum unit.
- Put the toner cartridge firmly into the drum unit until you hear it lock into place. If you put it in correctly, the lock lever will lift automatically.
- Put the new drum unit and toner cartridge assembly in the machine. DO NOT close the front cover.
- Press Clear/Back, press 1 or OK to confirm you are installing a new drum.
- When the LCD shows 'Accepted' close the front cover.

Direct Printing from USB Flash Memory

- Supported file formats: PDF, JPEG, TIFF
- Connect your USB Flash Memory drive to the USB port on the front of the machine
- Press ▲ or ▼ to choose the file you want to print.
- Press OK
- Press ▲ or ▼ to change any settings or, if you do not need to change the current default settings, Press Start
- Press the dial pad key to enter the number of copies you want
- Press OK
- Press Start

** Some USB Flash memory drives may not work with the machine.*

Scanning to USB Flash Memory

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- Press ▲ or ▼ to choose Scan to USB
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- Press ▲ or ▼ to let the machine know if the original is 1-sided or 2-sided
- Press OK
- Press ▲ or ▼ to select Start Scan or Change Setting (you can change quality, file type (PDF, Secure PDF, JPEG, TIFF) and file name)
- Press Start



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